

# Chapter 1

## INTRODUCTION

Welcome! You are about to explore an exciting new tool for developing solutions to problems in your community: Community 2020-HUD Community Planning Software (C2020). This geographic information software helps users perform various useful tasks, including:

- Creating colorful maps of any neighborhood, city, county, or State in the U.S., showing detailed layers such as congressional districts, roads, bodies of water, HUD housing projects, points of interest, census tracts, etc.
- Highlighting an area of any map of the U.S. and getting detailed information regarding how HUD has funded programs within that area.
- Opening a database file of property addresses and illustrating their locations in colorful, informative maps.
- Selecting any point of interest, road, body of water, etc., throughout the U.S. and determining income levels, demographics, and racial or gender makeups of the population within, for example, 500 meters, 3 kilometers, or 50 miles of these points of interest.

## IN THIS CHAPTER

Introduction .....	1-1
Before You Begin .....	1-1
Training Manual Conventions .....	1-3

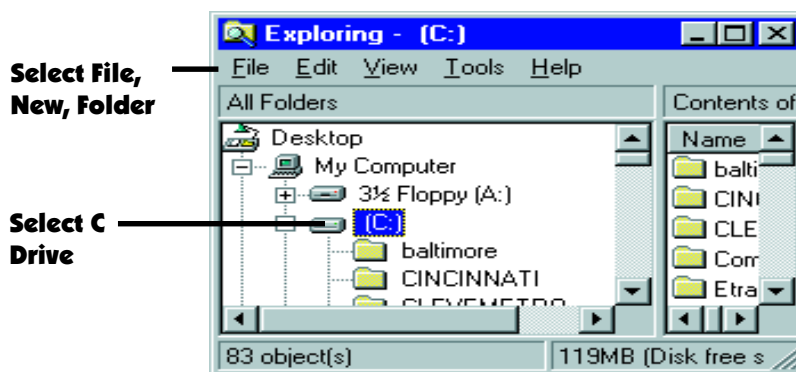
## Before You Begin

You must first install the software according to the instructions beginning on page 21 of the *Community 2020 User's Guide*.

The software can be used with Microsoft Windows operating systems. Before you begin making maps, you will want to create a subdirectory for storing the map files and any data sets and documents created using this software. Execute the following steps to create a subdirectory called “my-data” on your computer’s hard drive.

1. **Click with your right mouse button on the Start button** found in the lower left corner of your screen. **Select Explore.** The Exploring window will open to display your system’s files, as illustrated on page 1-2.

2. If necessary, **scroll up this list until you see the “C” drive** listed with the icon next to it. A list of folders under the “C” drive will appear. **Click with your left mouse button on the C: drive** to highlight it, as shown below. In the Main Menu, **click on File, New, Folder**. A new folder (subdirectory) will appear; it is called “New Folder” by default. **Type the name of the new folder, “my-data,”** where “New Folder” appears now. Then **press the Enter key** on your keyboard. **Close the Exploring window by clicking on File, Close** in the Main Menu. The new subdirectory is available now to store maps and data sets you create.



### Note to Windows 3.x Users:

1. To create the my-data subdirectory, **open the File Manager**. The File Manager window will open to display your system's files.
2. Make sure your hard drive, “C,” is highlighted, and **choose File, Create Directory**. The Create Directory dialog box appears.
3. **Type the name of the new folder, “my-data,” and click OK**. The new folder appears on the right side of the File Manager window.

### Changing the Resolution of your Screen

Many of the windows that you will see will not fit optimally on your screen unless you change the resolution of your screen. Change the resolution before opening the software by following these steps:

1. **Click on the Windows Start button** in the lower left corner of your screen. **Select Settings, Control Panel** from the available menus. Next **double-click on the Display option** from the available menu.
2. **Click on the Settings tab. Move the scroll bar that controls the display area screen resolution until 800 x 600 is chosen**. This is the resolution you will need. **Select “Small Fonts”** as the font size option within this same

window, if it is not selected already. Also, select 256 colors on the Color Palette. This will allow for certain functions such as pasting your maps into other documents.

3. **Click OK** to accept these settings. **Click OK again** when you see another window indicating that the computer will resize your desktop. You are now ready to open the software.

## Training Manual Conventions

Trainers and users may want to familiarize themselves with the conventions, outlined below, that are followed in this manual.

## Chapter Organization

Chapters contain:

- An Introduction providing an overview of the chapter.
- A Problem Statement that describes a real-world scenario for which a student might use the software.
- A subsection of learning objectives called “What You Will Learn in Chapter X.”
- A subsection called “Requirements” that outlines the prerequisites, if any, for the chapter.
- A subsection called “In This Chapter” that lists the chapter exercises and page numbers.
- A Chapter Summary Questions section at the end of each chapter to test the student on the material covered.

## Exercise Organization

The first page of each exercise contains:

- An Introduction that provides an overview of the exercise and, if space permits, an illustration of the final result of the exercise.
- A subsection of learning objectives called “What You Will Learn in Exercise X.”

## Need Some Help?

If you need assistance on a C2020 software topic, ***try using the software's Help feature***, which is at the far right of the Main Menu. Also, you can ***Select HUD, On-Line Help*** from the same Main Menu. Clicking on either of these resources will yield menus from which you can obtain information and assistance on a variety of topics. In addition, call 1-800-998-9999, the software's help desk, during normal business hours. You may also order additional copies of the software by calling this number.

***Would you like more information from the Web? Visit us at:***

**[www.hud.gov/cpd/2020soft.html](http://www.hud.gov/cpd/2020soft.html)**

**ENJOY!**